

# MUNICIPAL CORPORATION SHIMLA

No. MCS/CHO/21- 1966

Dated: 15/6/2021

## Short E -TENDER NOTICE

### For Supply of Essential Commodities in view of COVID-19

The Corporation Health Officer on behalf of Commissioner Municipal Corporation Shimla invites E-tender under two Bids System i.e. Technical Bid & Financial Bid for Supply of essential commodities in view of ongoing COVID-19 as per the details given in the Tender document.

Sr. No.	Description of Item	Unit	Quantity	Estimated Cost	Earnest Money Deposit (Rs.)	Tender Document Fee (Rs.)
1.	Heavy Duty Gloves	Pair	5,000	5,00,000	10,000	350/-
2.	Reusable black face masks	Nos	50000	1,00,000	2000	
3.	Biohazard bag	Kg	300	50,000	1000	
				6,50,000	12,000	

### IMPORTANT DATES

Date of online Publication	23/06/2021 at 3:00PM
Bid Document download Start Date	23/06/2021 at 3:00PM
Online Bid submission Start date and time	23/06/2021 at 3:00PM
Online Bid submission end date and time	07/07/2021 upto 1:00 PM
Physical Submission of Tender Fee/ EMD/ in the form of DD and Sample along with Hard copy of Technical bid end date and time.	07/07/2021 upto 1:00 PM
Technical bid opening date and time.	07/07/2021 upto 3:00 PM

### NOTE:-

1. The complete Tender Set can be downloaded from website <https://hptenders.gov.in>. Any change/modification in the tender enquiry will be intimated through above website only. Bidders are, therefore, requested to visit the website regularly to keep themselves updated.

*Sub*

2. Bidders must submit their bids online on website <https://hptenders.gov.in> and in hard copy also. The bids will be opened by the Purchase Committee in the presence of authorized representatives of participated firms who may like to attend the proceedings in Meeting Hall, MC Shimla on scheduled date, time and venue.
3. For submission of e-bids, bidders are required to get themselves registered with <https://hptenders.gov.in> in website along with digital signature certificates issued by CCA under IT Act-2003.
4. Cost of tender document in the form of Demand Draft only and Earnest Money in the form of Demand Draft in favour of the Commissioner MC Shimla HP, Shimla, payable at Shimla should be deposited along with hard copy of the bids.
5. The envelope containing tender documents should be marked on the top right, "E-TENDER FOR THE Essential Commodities in view of COVID-19".
6. All other terms and conditions are specified in the tender documents.
7. All documents (except BOQ) submitted by the bidders should be legible and in PDF format, otherwise, it shall be liable to be rejected.



**Corporation Health Officer  
Municipal Corporation Shimla**

# MUNICIPAL CORPORATION SHIMLA

No. MCS/CHO/21- 1966

Dated- 15/6/2021

## Short E-TENDER DOCUMENT

### For Supply of Essential Commodities in view of COVID-19

The Corporation Health Officer on behalf of Commissioner Municipal Corporation Shimla invites E-tender under two Bids System i.e. Technical Bid & Financial Bid for Supply of **essential commodities in view of ongoing COVID-19** as per the details given in the Tender document.

Sr. No.	Description of Item	Unit	Quantity	Estimated Cost (Rs.)	Earnest Money (Rs.)	Tender Fee (Rs.)
1.	Heavy Duty Gloves	Pair	5,000	5,00,000	10,000	350/-
2	Reusable black face Masks	Nos	5,000	1,00,000	2000	
3	Biohazard bag	Kg	300	50,000	1000	

### IMPORTANT DATES

Date of online Publication	23/06/2021 at 3:00PM
Bid Document download Start Date	23/06/2021 at 3:00PM
Online Bid submission Start date and time	23/06/2021 at 3:00PM
Online Bid submission end date and time	07/07/2021 upto 1:00 PM
Physical Submission of Tender Fee/ EMD/ in the form of DD and Sample along with Hard copy of Technical bid end date and time.	07/07/2021 upto 1:00 PM
Technical bid opening date and time.	07/07/2021 upto 3:00 PM

### 1. PROCEDURE FOR SUBMISSION OF BIDS

#### (A) GENERAL CONDITIONS

- i. This is an invitation to bidder for 'Supply of essential commodities in view of COVID-19' as per specifications mentioned in the Tender Document.  
(Annexure A).

- ii. The bidder should be original manufacture or their authorized dealer.
- iii. Bidders are advised to study the tender document carefully and thoroughly. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- iv. Bidders should ascertain whether they meet the below mentioned eligibility criteria for bidding.
- v. Bids with vague terms are liable to be ignored and rejected. Incomplete bids are liable to be rejected.
- vi. The bidders must submit their bid online by the Bid Submission end date and time for online submission as specified in the Important Dates. Moreover, the bidders shall also submit hard copy of technical bid which should be packed in envelope duly sealed and marked as "TECHNICAL BID" and should be addressed to the Corporation Health officer, Municipal Corporation Shimla which should reach in the office of the undersigned on or before Bid Submission end date and time for Hard Copy.
- vii. Bidders are required to fill and submit all forms attached herewith i.e. (FORM-I to FORM-VI )
- viii. The bidders are required to submit sample of quoted product with tender documents for assessing the technical suitability and to ascertain the user's satisfaction on or before the specified bid submission end date & time.
- ix. If required, lab test of randomly selected items from whole supply may be carried out by this office from Test Laboratory at bidder's cost.
- x. The bidder may quote the rates for any or all of the items.

**Note:**

- 1 **The Municipal Corporation shall not be responsible for any postal delay, non-receipt or non-delivery of tenders.**
- 2 **The Committee reserves all rights to open the envelopes and examine its contents or ask for clarifications and the decision of the Committee shall be**

*Handwritten signature*

**final and binding.**

- 3 **The Committee reserves all rights to reject any or all offers without assigning any reason whatsoever.**
- 4 **No bid shall be accepted through telegraphic means or over email etc.**

### 3. **VALIDITY OF THE TENDER**

Offer should be kept open for acceptance for a period of six months from the date of opening of bid. A bid valid for a shorter period may be rejected by the purchaser as non-responsive. Any increase in rates within this period will not be entertained and will result in forfeiture of EMD and / or Security Deposit.

### 4. **ELIGIBILITY CRITERION**

- i. The bidder must have one year experience with Govt. Department/PSU. Supply orders of having supplied the items or any equipment/items are required to be submitted in the performance statement. **(FORM-III)**.
- ii. At the time of bid, bidder must not be blacklisted from any Govt. Organization / Body in India. Declaration certificate must be submitted as per enclosed prescribed **(Form -VI)**.
- iii. The bidder must be a registered dealer under any State's GST Act and Central GST Act. Copy of GST Number must be enclosed.

### 5. **PROCEDURE FOR SUBMISSION OF BIDS**

- i. An eligible bidder is required to fill up online e-tender on website <https://hptenders.gov.in> up to prescribed date and time and also the bidder is to submit technical bid in hard copy. The technical bid shall contain Tender Fee, EMD, information on compliance to eligibility criteria and technical information and tender documents except the price part of the bid.

*2/2/20*

- ii. The Financial bid/BOQ shall contain the details of the price in Indian rupees inclusive of all taxes, duties, charges, F.O.R(MC Chaura Maidan Store, MC Shimla), in words as well as figures. No hard copy of the same shall be submitted.
- iii. All the bid papers must be signed. The information must be definitive and specific. Vague terms, incomplete information, counter offers and 'uncalled for' correspondence shall not be entertained.
- iv. Bidder is required to submit the complete bid along with annexure. The bid document has to be signed and stamped by the bidder.
- v. Conditional Bids shall not be accepted.

6. **EARNEST MONEY DEPOSIT**

Earnest Money Deposit (EMD) in the shape of Demand Draft issued by any Indian Bank in favour of the **Commissioner, Municipal Corporation Shimla** as per requisite amount to be deposited with tender document.

7. **TECHNICAL BID**

Technical bid shall consist of the following documents strictly as per sequence mentioned hereunder:-

Description of Document	Page No.
EMD and Tender fee	
Form-I duly filled in, signed and complete in all respects. <b>(FORM-I)</b> .	
Qualifying data i.e Particulars & Eligibility of the bidder clarifying that the bidder is eligible for bid and is qualified to execute the contract, if the bid is accepted. <b>(FORM-II)</b>	
Copy of GST Number.	
Supply order of having supplied of the item or any equipment/item in the performance statement. <b>(FORM-III)</b> .	
Technical Compliance Statement showing adherence to the specifications of the Tender document requirement. <b>(FORM-IV)</b> .	

*Handwritten signature*

Deviations from the Tender Document conditions, if any. <b>(FORM-V)</b> .	
Declaration /certificate of Non-blacklisted from any Govt. Organization / Body in India. <b>Form – VI</b> .	
Undertaking of rates to the effect that the rates quoted are the lowest possible and the less rates have not been quoted to any other State/Centre Government Organization/PSU under similar terms and conditions anywhere in India.	

## 8. FINANCIAL BID/BOQ

- i. Price quoted by the bidder in the BOQ should be uploaded in financial bid folder. No hard copy to be submitted.
- ii. Rates to be quoted must be definitive and shall not be allowed to be altered.
- iii. Price to be quoted should be inclusive of all taxes, duties and F.O.R. at MC Chaura Maidan, MC Store. Rates be quoted in terms of unit, in words and figures both.

## 9. PROCEDURE OF FINALIZATION OF BIDS

- i. Firstly, the technical bid shall be opened. Technical bids will be evaluated in consonance with eligibility criteria and specifications mentioned in the tender. Sample of quoted product will also be evaluated. The L-1 will be decided as per rates quoted and sample submitted. The tenders without samples will be summarily rejected.
- ii. **Financial bids/BOQ** of only technically qualified bidders shall be opened. Rest bids shall not be considered. At the time of the opening of Financial Bids/BOQ, authorized representatives may remain present. It shall not be obligatory to accept only the lowest financial bid.
- iii. All or any bid may be rejected. The essence is that only such bid that in the opinion of the Purchase Committee or the Commissioner, Municipal Corporation Shimla is most suitable for Sanitation/ Sanitization purpose shall be selected.

- iv. The successful bidders shall be given an award letter/LOI by MC Shimla and the bidder shall have to sign an agreement with MC Shimla within 7 days from the date of issue of letter. The EMD of the successful bidder shall be converted into Performance Security and the bidder shall have to submit the balance amount with MC Shimla to complete the 5% value of award as mentioned under clause No 17.

**10. DELIVERY PERIOD**

- i. Purchase order shall be executed within 10 days from the date of issue of supply order.
- ii.. The delivery of the material should be made FOR in MC Chaura Maidan Store, MC Shimla respectively.

**11. RIGHT TO VARY QUANTITIES**

The Purchase Committee or the Commissioner, MC Shimla reserves the right to vary the quantity ( increase or decrease) within the validity of the contract without any change in price or other items and conditions with commensurate increase or decrease in delivery period.. It must be clearly understood that the demand may fluctuate and the approximate requirements are given in the tender document. Bidder shall be bound to supply the item(s) in such a quantity as required by MC Shimla.

**12. CONSIDERATION – Price, Taxes etc. and Payment Terms**

- i. If supplied store is found as per specifications and approved sample, payment will be released after the receipt of articles.
- ii. The prices quoted for the items shall be firm throughout the period of agreement and shall not be subject to any upward modification whatsoever.

**13. PENALTY CLAUSE**

In case the firm does not complete the supply within in the stipulated time as prescribed in the tender document, then liquidated damages charges/supply defective will

*amb*



be imposed @ 0.5% per week i.e. 2% per month subject to 10% maximum on total value of the items.

**14. TERMINATION FOR DEFAULT**

The Purchase Committee or the Commissioner, MC Shimla may, without prejudice to any remedy for breach of contract, by written notice of default sent to the bidder, terminate the agreement in whole or in part if:

1. The Bidder fails to perform any or all of the obligations within the time period(s) specified in the tender document or any extension thereof granted by the Purchase Committee.
2. The quality of the supplied items is not up to the satisfaction of the Purchase Committee.
3. The Bidder fails to perform any other obligation under the agreement.
4. The Purchase Committee or the Commissioner, MC Shimla may at any time terminate the contract without compensation to the bidder, if the bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy, which has occurred thereafter to the Purchase Committee..
5. In case of termination of contract as mentioned above Demand Draft furnished by bidder shall stand forfeited.

*Qam*

**15. ARBITRATION**

All disputes shall be settled in courts of competent jurisdiction situated in Shimla.

**16. OTHER CONDITIONS**

The Commissioner MC Shimla / Purchase Committee may cancel the tender and all proceedings relating thereto without assigning any reason. The decision of the

authorities shall be final as regards the acceptability of tendered items and items supplied by the bidder and they shall not be required to give any reason in writing otherwise at any time for rejection of the tender or items.

**17. PERFORMANCE SECURITY DEPOSIT**

The successful bidder will be required to furnish a Security Deposit @ 5% of the total value of the work awarded in the shape Demand Draft issued by any Indian Nationalized Bank. in favors of Commissioner, MC Shimla Payable at Shimla. The EMD of the successful Bidders shall be converted/converted part of Performance Security. The successful Bidders shall have to deposit the additional amount in the shape of DD in favour of Commissioner MC Shimla with in 7 days. Performance Security shall remain valid for a period of sixty days from the date of completion of contract to the best of satisfaction of Purchase Committee.



**Corporation Health Officer  
Municipal Corporation Shimla**

## TECHNICAL SPECIFICATIONS

S.No.	Items	Specifications
	Heavy Duty Gloves	<p><b>Gloves specification: ISI standard</b></p> <ul style="list-style-type: none"> <li>a) Natural Rubber gloves heavy duty purpose, with cotton lining foam inside.</li> <li>b) Should be able to avoid exposure to direct heat and sunlight during use</li> <li>c) Can be used after washing external surface with soap &amp; water and allow to air dry }</li> <li>d) Weight: 100 gram minimum</li> <li>e) Length:- 14 &amp; 12 inches</li> <li>f) Colours: Black/Yellow/Orange</li> <li>g) Textured finger and palm</li> <li>h) Lightly rough textured from outside for better grip.</li> </ul>
2.	Reusable face Maska	<ol style="list-style-type: none"> <li>1 Reusable washable face mask specification:- Soft elastic air loops for better comfort.</li> <li>2 Mask should be secured with a sturdy ear loop to be laced behind the ears</li> <li>3 Material: three layer outer net cloth, middle layer foam filter and inner layer soft cloth.</li> <li>4 Bacterial Filtration Efficiency should be more than 99% at 3 um capacity</li> <li>5 Colours: Black</li> <li>6 Size: length 7.25 Inches (Approximately)</li> <li>7 Width 5.25: Inches (Approximately)</li> <li>8 Certification; CE, ISI or equivalent</li> </ol>

		9 Pack size: One pack of 50/100
3.	Biohazard bags	<p><b>Biohazard bag :-</b> Non Chlorinated, Leak proof, Tear resistant, Uniform density without defects tears, holes or weak areas Doubled seamed secured edges Biohazard sign printed both sides Black ink free from heavy metals Labeling should be non washable Thickness 50 microns and above Autoclave able/ autoclave safe A certificate and proof must be provided by the vendor that the polythene bag is of the specified desired micron thickness and non chlorinated</p> <p>As per the BIS standards or as per the Plastic Waste Management Rules 2016 and in accordance with Biomedical waste guidelines 2016</p> <p>Size: Width:18 Inches Length : 20 inches Micorns: 50 Load bearing capacity 15 kgm One side printed bio hazard with logo Colour: Yellow Material: virgin plastic</p>

*Handwritten mark*

(To be Enclosed with Technical Bid)

Bidder's Reference Number and Date:		
Bidder's Name and Address:		
Person to be contacted:		
Designation:		
Telephone No.	Fax No.	E-mail Id-

To,

The Commissioner,  
Municipal Corporation Shimla.

**Subject:- Tender for supply of essential commodities in view of COVID-19.**

Dear Sir,

We, the undersigned, having read and examined in detail the specifications and all tender documents in respect of "**Tender for Supply of essential commodities in view of COVID-19**" and do hereby propose to make the supplies mentioned in the Tender Document.

**Price and Validity:** All the prices mentioned in our tender are in accordance with the terms as specified in the proposal documents. We do hereby confirm that our offer includes all taxes, duties, charges, F.O.R. destination etc. We agree to abide by this bid for a period of 6 months from the bid opening date and it shall remain binding upon us and may be accepted at any time before the expiry of that period. This bid together with your written acceptance thereof and your notification of award shall constitute a binding contract between us. During the period, the Municipal Corporation Shimla will have right to demand additional quantity.

**Deviations:-** We declare that all the services shall be performed strictly in accordance with technical specifications and other conditions of the Tender documents except the deviations as mentioned in the/Technical Compliance Statement (Form-IV) and Deviations from tender document conditions (Form-V).

**Time Schedule:** We further declare that we have the capacity and shall deliver entire material within 10 days from the date of purchase order.

**Proposal Pricing:-** We further declare that the prices stated in our bid are in accordance with your terms and conditions in the tender document.

**Qualifying Data:** We confirm having submitted qualifying data as required by you in your tender document. In case you require any further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same.

**Performance Security:** We hereby declare that in case the tender is awarded to us, we shall submit Demand Draft as per terms and conditions of the tender document.

We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief and nothing is concealed.

The bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid you may receive.

The undersigned is competent and duly authorized by the bidder company/entity to sign this document.

Thanking You

Yours Faithfully

(Signature)

Name: -----

Date: -----

Seal: -----

Business Address: -----

(Technical form to be enclosed with Technical Bid)

**Particulars and Eligibility of the Bidder Particulars of the Organization**  
(TO BE FILLED UP BY THE BIDDER)

S. No.	Particulars	Bidder Statement
1.	Tender for the item.	
2.	Name and full address of the Bidder.	
3.	Registered Office with full address, Telephone No(s), Fax no(s), E-mail address .	
4.	Purchase order received from Govt./ Semi-Govt offices/PSU in respect of the item or any equipment/item for last three years as per FORM -III	
5.	GST Registration No. (Central and State).	
6.	At the time of bid, bidder must not be blacklisted from any Govt. Organization / Body.	

**(Signature)**

Name: -----

Date: -----

Seal: -----



## PERFORMANCE STATEMENT

S.N.	Financial Year	Name & address, of purchaser to whom items have been supplied	Description of the sold equipment/item	Quantity	Purchase Order No. & Date issued by Purchaser	Value of contract / Purchase Order

As of this date, the information furnished in all parts of this form is accurate and true to the best of my knowledge. I have no objection in getting this information verified by the Purchase Committee, Municipal Corporation Shimla in any covert or open manner, as may deem fit.

**Date:** -----

**Place:** -----

**Signed:** -----

**Name:** -----

**Designation:** -----

**For and on behalf of:** -----



**TECHNICAL COMPLIANCE STATEMENT**

Detailed Compliance Statement is to be provided by all bidder. Failure to provide compliance will lead bid being summarily rejected.

<b>S.N o.</b>	<b>Items</b>	<b>Specifications</b>	<b>Compliance Yes/No</b>	<b>Deviation, if any.</b>	<b>Sample Submitted (Yes/No)</b>
1.	Heavy Duty Gloves	As mention technical specification( Annexure- A) Sr. No 1			
2.	Reusable face Mask	As mention technical specification( Annexure- A) Sr. No 2			
3	Biohazard bag	As mention technical specification( Annexure- A) Sr. No3			

**Signed by:** -----

**Name:** -----

**Designation:** -----

**For and on behalf of:** -----



**Deviations from Tender Document Conditions**

<b>Sl no</b>	<b>Clause no</b>	<b>Page no</b>	<b>Deviations</b>	<b>Reasons</b>
1				
2				
3				
4				

Date: -----

Place: -----

Signed: -----

Name: -----

Designation: -----

For and on behalf of: -----

Following Declaration duly filled in must be enclosed with the "Technical Bid" as given below :-

**:: DECLARATION ::**

I, (Name of M.D./ Proprietor of firm).....son  
of.....of M/s (Name of firm and full  
Address).....

.....have read  
all the Terms and Conditions of the tender given above. These are acceptable to me.  
Earnest Money in the form of Demand Draft (Made with any Indian nationalized Bank)  
of Rs.....(In words) .....  
..... in favour of Commissioner, Municipal Corporation  
Shimla payable at Shimla, is enclosed herewith.

I, (Name of M.D./ Proprietor of firm).....son  
of.....of M/s (Name of firm and full  
Address).....

.....certify  
that we are registered and experienced firm . We also certify that we are **not black listed**  
by any state or central Govt./ University / Bank / Corporation / Autonomous institute etc.  
Each page of tender documents is duly signed with seal by us. We undertake to adhere  
the ethical commitment as required in this tender mandated by the law.

Place : .....

Date : .....

Signature .....

Name & Seal ..... of the Bidder (Supplier)

